



**WEST BEDLINGTON
TOWN COUNCIL**

Minutes of the Meeting held on Thursday 9th May 2019 at 6.30 pm at Bedlington Community Centre, Bedlington.

COUNCILLORS PRESENT: D Crosby, D Graham, P Hedley, C Henderson, A Hogg, C Taylor (Chair), M Trimming, V Thompson.

COUNCILLORS NOT PRESENT: Councillor J Tyler.

ALSO IN ATTENDANCE: Town Clerk S Young, Northumberland County Councillor's Crosby and Robinson, and 8 (Eight) members of the public.

PRESENTATIONS

Apologies were received from Oxygen Community Radio who had been invited to support their Community Chest Application (agenda item 17).

C087/19 – 1. ELECTION OF MAYOR FOR THE YEAR 2019/20

RESOLVED Having been proposed and seconded Councillor Christine Ann Taylor was elected Mayor of West Bedlington Town Council for the year 2019/20.

C088/19 – 2. TO RECEIVE THE MAYORS DECLARATION OF ACCEPTANCE

Councillor Taylor signed the Mayors Declaration of Acceptance of Office.

C089/19 – 3. ELECTION OF DEPUTY MAYOR THE YEAR 2019/20

Resolved: Having been proposed and seconded Councillor David Graham was elected Deputy Mayor of West Bedlington Town Council for the year 2019/20.

Councillor Graham signed the Deputy Mayors Declaration of Acceptance of Office.

OPEN SESSION

- A resident asked about agenda item 11d. Joint projects with County Councillor Robinson - Westlea Cemetery Railing and expressed her opposition and dissatisfaction if the project included the removal of any of the existing hedge row. The Chair advised that the matter would be discussed at the appropriate point in the current meeting agenda.
- A resident asked for an update in relation to the management of Bedlington Community Centre. The Chair was able to confirm that the management of the Bedlington Community Centre was unchanged and would continue to be undertaken by a dedicated number of trustees.

C090/19 - 4. APOLOGIES FOR ABSENCE

Apologies for absence for this meeting were received from Councillor Tyler.
The apologies for absence received were **NOTED**.

Chairman's initials

C091/19 - 5. MINUTES OF THE LAST MEETINGS

RESOLVED that:

- a. The minutes of the West Bedlington Town Council meeting of 11th April 2019 are approved as a true record of the meeting.
- b. The minutes of Annual Meeting of The Town of 17th April 2019 are approved as a true record of the meeting.

C092/19 - 6. MATTERS ARISING

- o Councillor Hogg asked in relation to minute "Open Session" 4th bullet point - Footpaths at 20 Acre Field if any response had been received from Northumberland County Council. The Chair advised that she had not had an opportunity to address the matter with County Council representatives.

C093/19 – 7. DISCLOSURE OF INTERESTS

There were no disclosures of interest for this meeting.

C094/19 - 8. CHAIRS UPDATE

There was no Chairs update for this meeting.

C095/19 – 9. COUNTY COUNCILLOR UPDATES

County Councillor Robinson provided very brief verbal updates on some of the matters they had been dealing with over the last month. County Councillor Crosby had no update for the meeting. Apologies were received from County Councillor Wallace.

C096/19 - 10. COMMITTEE / WORKING GROUPS

- a. Finance, Governance and Communications Working Group - Councillor Taylor – The Clerk confirmed that the recommendations of the group were included within the current meeting agenda (Agenda Item 20).
- b. Events Working Group – Councillor Graham reminded members that the next scheduled Events Group meeting would be held on Friday 10th May 2019 at 4pm.
- c. Services Committee - Councillor Hogg provided a brief verbal update and draft minutes from the Services Committee meeting held on 25th April 2019 were distributed.
- d. Neighbourhood Planning Group - Councillor Hogg advised that the group was waiting on the completion of the consultation analysis before convening the next meeting of the group.

RESOLVED To ACCEPT all committee / working group reports

C097/19 - 11. MATTERS FOR DISCUSSION / DECISION

- a. **Schedule of Council and Committee Meetings for the year.** The distributed schedules of Council and Committee meetings were noted. A date for The Services Committee December 2019 will be determined / confirmed as an agenda item for The Services Committee November 2019 meeting.
- b. **Internal Audit.** **RESOLVED** to reappointment Mr Malcolm Wilkinson as the councils Internal Auditor for the financial year 2019/20.
- c. **Cheque Signatories.** After review the Council **RESOLVED** to retain the current cheque signatory arrangements, Councillors Hedley, Hogg and Tyler will remain as cheque signatories.
- d. **Joint Projects with County Councillor Robinson - Westlea Cemetery Railings.** **RESOLVED** to **DEFER** a decision in relation to financially supporting a project to remove hedge and replace with railings at Westlea Cemetery to consider other options and to facilitate a site meeting with County Councillor Robinson and Northumberland County Council officers.
- e. **Youth Leisure Provision 2019.** **RESOLVED** to **ACCEPT** the proposal from Jill Milburn to provide Pilates classes for children and families during the summer school holidays at a cost of £360.

Chairman's initials

C098/19 – 12. CORRESPONDENCE

RESOLVED that all Correspondence, Consultations and Invitations (Appendix A) has been properly received and actioned.

C099/19 - 13. COUNCILLOR REPRESENTATIVES ON EXTERNAL COMMITTEES

a. Feedback

- I. Town / Parish Liaison Committee – (Councillor Taylor) – no meeting to report upon.
- II. NALC – (Councillor Hogg) – no meeting to report upon.
- III. Gallagher Park Steering Group – (Councillor Graham) – no meeting to report upon.
- IV. Bedlington In Bloom – (Councillor Hedley) – no meeting to report upon.

RESOLVED to accept the reports / updates provided.

C100/19 - 14. CLERK'S REPORT

RESOLVED to APPROVE the Clerk's Report for this meeting (Appendix B).

C101/19 - 15. SCHEDULE OF PAYMENTS AND RECEIPTS

RESOLVED to APPROVE the schedule of payments and receipts (Appendix C).

C102/19 - 16. PLANNING

RESOLVED to not comment on any of the planning applications detailed in Appendix D.

C103/19 - 17. COMMUNITY CHEST / PUPILS FUND APPLICATIONS

- o Community Chest Application – Oxygen Community Radio. **RESOLVED to award £500.**

C104/19 - 18. RESIDENTS NEWSLETTER

No update for this meeting.

C105/19 – 19. ANNUAL MEETING OF THE TOWN 2019

Members would look to find ways to increase the awareness of the meeting.

C106/19 – 20. ACCOUNTS / BUDGET AND PRECEPT REQUIREMENT / FINANCIAL UPDATE

a. RESERVES. RESOLVED to APPROVE the recommendations of its Finance and Governance Working Group in relation to:

- i. The allocation of specific reserve sums and projects in accordance with the document distributed
- ii. The level of non-specific reserves is retained at 6/12ths of the current year's annual precept.

b. ANNUAL RETURN OF ACCOUNTS 2018/19

- i. **RESOLVED** after review **ACCEPT and APPROVE** the Internal Audit Summary and Audit programme report (24th April 2019) for the financial year ending 31st March 2019. (Copy circulated to members).
- ii. In accordance with The Accounts and Audit Regulations 2015, **RESOLVED to APPROVE The Annual Return (Section 2 Accounting Statements 2018/19)**. (Copy circulated to members).
- iii. **RESOLVED to approve** the explanation of year on year variances (Draft copy circulated to members) for 2018/19.

C107/19 – 21. POLICE REPORT

No report for this meeting.

C108/19 - 22. EXEMPT BUSINESS

There was no exempt business for this meeting.

Chairman's initials

C109/19 – 23. ANY OTHER BUSINESS

Councillor Thompson - Consultation “extending the age ranges of Bedlington Whitley Memorial CE and Bedlington West End First Schools”. For members to respond individually.

Councillor Hedley – Acknowledgement of the great work carried out by Bedlington Community Help Hub.

Councillor Taylor - Denial of alleged misrepresentation of election cost quote and accusation of “scare mongering” to elicit a by election. Copy email election cost quote available to all.

C110/19 - 24. DATE OF NEXT MEETING

RESOLVED the next meeting of the Council will be held on Thursday 13th June 2019 at 6.30pm at Bedlington Community Centre, Front Street West, Bedlington.

C111/19 - 22. CLOSE OF MEETING

The meeting closed at 7.35pm

Signed by the Chair

13th June 2019

Appendix A, B, C, and D form part of these minutes.

Chairman's initials

Appendix A – Correspondence, Consultations and Invitations. (Agenda Item 12).

a) Correspondence:

Ref	From	Summary	Action
95/19	Highways Design – NCC	2019 Surface Dressing – Advance Notification	Noted and Circulated
96/19	Reay Securities	CCTV Update	Noted and Circulated
97/19	Northumberland County Council	New Arrangements for costs associated with events	Noted and Circulated
98/19	NALC	Hedgerow Removal	Noted and Circulated
99/19	NALC	Traffic Speeds	Noted and Circulated
100/19	NALC	Local Councillor Census	Noted and Circulated
101/19	NALC	NALC Enews 10 April 2019	Noted and Circulated
102/19	Northumberland County Council	LAC Meeting Notice – 17 th April 2019	Noted and Circulated
103/19	NALC	Audit April 2019	Noted and Circulated
104/19	Resident	Locality Coordinator Contact Details	Noted and Circulated
105/19	Northumberland County Council	Response to Attlee Park Fence Enquiry	Noted and Circulated
106/19	NALC	Data Protection Fees	Noted and Circulated
107/19	NALC	NALC Enews 17 April 2019	Noted and Circulated
108/19	Northumberland County Council	Amendment to TTRO 112707775 The Wyndings.	Noted and Circulated
109/19	NALC	NALC Enews 24 April 2019	Noted and Circulated
110/19	Golden Age Forum	Note of Thanks for Funding	Noted and Circulated
111/19	Resident	Comments re Services Committee Meeting 25 April.	Noted and Circulated
112/19	Northumberland County Council	Northumberland Day 2019	Noted and Circulated
113/19	NALC	National NALC Legal Update	Noted and Circulated
114/19	NALC	NALC Enews 30 April 2019	Noted and Circulated

b) Consultations:

Owner	Description	Where and When
NCC	Extending Age Ranges at Schools	Online https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Document-store/School%20Consultation/Consultation-Doc-Bedlington-schools-March-19-v001-e.pdf

c) Invitations:

Date	From	Description	Comments
16 th May 2019	Northumberland CAN	Spring Conference	12noon to 4.30 Breamish Hall – open to all

Appendix B - Clerks Report / Review (Agenda Item 14).

Any opinion expressed in this report are The Clerks and not necessarily that of The Council

Finance

Regular financial updates will be provided to members throughout the year.

Accounts – Annual Return 2019 - If approved at this meeting – I will publish the Annual return on the website and advertise the statutory inspection period. The inspection period (as recommended by the external auditor) will be 17th June 2019 until 26th July 2019 which fulfils the statutory requirements of 30 consecutive days including the first 10 working days of July 2019.

I would like to convene regular scheduled meetings of the Councils Finance, Governance and Communications Group throughout the year.

Chairman's initials

Governance

Some governance matters for consideration and possibly inclusion on the Councils Finance, Governance and Communications Group meetings.

- A full and meaningful review of Councils Standing Orders and Financial Regulations
- Determination of what matters do / do not fall within the remit of the Services committee.
- Review the Terms of reference of different groups – consider allowing them to spend within agreed budgets
- Policies for agenda setting and distribution, retention of audio meeting recordings, and distribution of minutes to members and to residents.
- Generally (but not always) members are asked to make decisions with minimal information or are pressed by time restraints – the Council needs to review how matters can be included within agendas so they allow members sufficient time and the collation of information to making decision making more informed.

Communications

The Council should review:

- Its current website and social media provision as soon as possible.
- The resident's newsletter – preparation, content guidelines, schedule of publication and distribution.
- Marketing – consider carrying out marketing / council awareness consultations / surveys.

Services

General Service Considerations

The Council needs to review the current Service level agreements with Northumberland County Council. The agreements need to be more specific and detailed (enough to make analysis of cost / time accurate) and we should look to improve reporting of completed work – so make monitoring of the agreements easier.

The Council needs to establish a planned maintenance schedule for the upkeep and care of all of its assets. The schedule can be used to help establish budget costs in future years and will help future Councils maintain the current high standard of assets.

Consideration should also be given to establishing an "approved service provider" for different types of work – often work needs to be done quickly without the time to obtain quotes etc. But by formally having an approved service provider (as opposed to The Clerks established contacts) the Council can revert to the same supplier for the period of any agreement. Agreements should be time limited and reviewed regularly to ensure they remain competitive.

At the completion of the above reviews The Council should revisit its "Operative" project so that it can make an accurate and up to date assessment of the benefits or otherwise of either directly employing someone to fulfil the services or look to other third party providers.

Play Areas

Both play areas are in good condition and are both very well used. The Council already has in place an annual budget to ensure replacement costs of the equipment can be met in the future.

The Council should look to taking more control of the opening / closing times of The Meadowdale play area. Whilst the current informal arrangements with Northumberland County Council work most of the time the Council should look to be in a position where it can be certain of any arrangements it puts in place and secure such a service for the future.

Public Seats

Alongside the maintenance schedule mentioned above, The Council may wish to consider a planned renewal programme for public seats and provide for the replacement cost in the same way it budgeting for the replacement of Bus Shelters and Play Areas.

Chairman's initials

Litter Bins

Most litter bins are new and in good order (some locks need to be repaired – which is in hand). I'm waiting on an updated map/details from Northumberland County Council of all the bins currently in use (some post mounted bins are still to be removed). There is no further capacity for any new bins so the Council will need to relocate existing litter bins (taking into account their use and requests from residents).

Grass Cutting

The "boxed" cut of the grass along Front Street has continued and will remain in place throughout the growing season. The Council has indicated to Northumberland County Council it requires early and late season additional grass cuts.

Grit Bins

The Council continues to work in conjunction with Northumberland County Councillors and has extended the towns' current grit bin provision following requests / concerns from residents. The Council should prepare for the possibility of further similar requests.

Events – Events continue to be an area of confusion and frustration for The Clerk. The Council should look at establishing some agreed policies in relation to the provision and procurement of events and any suppliers much in the same way it has for other services. Though the success of previous events may suggested this is not necessary.

It was pleasing to see that event dates have been established early for this year.

Projects – The Council has a number of proposed projects, either agreed in principle for investigation or with set aside funds within its annual budget (to bring them to completion) All projects should be assigned / delegated to an established Committee / Working group or included within the full Council agenda regularly to ensure that progress or the lack of, is monitored and reviewed on a regular basis. The main ongoing / new projects are the public sun dial in Bedlington Market Place, The provision of CCTV, New play area for younger children at 20 acre playing field and the improvements at The War Memorial. We should also review the School Artwork in Bus Shelters project.

Neighbourhood Plan – Following the appointment of a Neighbourhood Planning consultant an initial launch and public consultation has taken place. The feedback from the responses is still to be analysed but at some point the Council will need to be clear and decisive about a Neighbourhood Plan or otherwise. Consideration needs to be given to further consultation and the involvement / creation of a stakeholders group of interested residents / organisations.

General

My planned holidays (not including bank holidays) for the year until 31st December 2019 are set out below.

27th May 2019 – 29th May 2019, 14th June 2019 – 21st June 2019, 12th July 2019 – 19th July 2019

Chairman's initials

Appendix C – Schedule of Payments and Receipts (Agenda Item 15) Payment 1st Apr 2019 to 30 Apr 2019.
All payment GROSS of VAT.

Payee	Amount	BCC	Bloom	Dr Pit	Description
Came & Company	1,375.76				Insurance
Michael Wood Design Limited	2,235.00				Newsletter Design + print
Viking Payments	49.40				Stationary
North East Catering Equipment Hire	298.20				Bedlington Family Festival
Information Commissioner	35.00				Annual Registration Fee
Zen Internet Ltd	5.39				Internet Hosting
Bedlington Town FC	2,100.00				Youth Leisure Funding
Front Street News And Post Office	35.00				Public Library Newspapers
ThruYorDoor	202.50				Newsletter Distribution
Viking Payments	24.44				Stationary
Hartford Catering	250.00				Annual Meeting of The Town
Northumberland County Council	(123,497.50				1 st Half Precept Payment
The Helping Hand Company	2,741.08				Community Cleansing Equipment
Bedlington Community Centre	87.50				Room Hire Costs
Kaspersky	44.99				Internet Security
Team Medic	720.00				Bedlington Family Festival
Morrisons Bedlington	252.00				Community Cleansing Equipment

Appendix D – Planning Applications Received for Comment. (Agenda Item 16).

Applications Received for comment by the Council from the Planning Authority.

Ref.	Description	Response Due
19/00927/FUL	Replacement of portacabin office block with modular building. Location Land At West Of Bedlington Lane Farm Hartford Road Bedlington Northumberland	15th May 2019.
19/01288/FUL	Demolition of existing garage and construction of 2 storey side extension and raised patio to rear garden Location 1 Windsor Gardens Bedlington NE22 5SY	21st May 2019.

Other Applications.

Ref.	Description	Response Due
19/01044/RETRES	Notification for prior approval for proposed change of use from retail to residential. 1A Brown's Buildings Bedlington Northumberland NE22 6EG	NA
19/01120/DISCON	Discharge of conditions 3 (management method statement),7 (site investigation),8 (gas) ,9 (surface water),10 (earthworks),11 (method statement),12 (landscaping) and 13 (lighting) of approved planning application 13/02649/FUL Station House Station Terrace Choppington Northumberland NE62 5TH	NA

Any applications / Consultations received after the issue date of this agenda, where the expiry date for observations would not allow the Council to wait to consider and submit any observations at its next scheduled meeting. **None for this meeting.**

Appendix F - Planning decisions notified to WBTC by NCC - Information Only

Ref.	Description	Decision
19/00681/FUL	Construction of a proposed bedroom over garage, forming link with existing property with proposed front and rear dormers Location 40 Edinburgh Drive Hazelmere Bedlington Northumberland NE22 6NY	GRANTED
19/00556/FUL	Proposed first floor extension over garage for bedroom and ensuite Location 40 The Wynding The Chesters Bedlington NE22 6HN	GRANTED
19/00741/FUL	Proposed rear and side extensions Location 8 Hallwood Close Nedderton Village Bedlington Northumberland NE22 6BG	GRANTED

Chairman's initials